



Housekeeping Assistant Kingswood Job Description



Job Title: Housekeeping Assistant

Reports to: Housekeeping Manager

Location: Allocated Centre

Band:

Department: Housekeeping

Job Purpose

- Support the smooth running of the Housekeeping department at the centre ensuring work is carried out to the highest standard
- Provide a high standard of hygiene and cleanliness in all areas covered by housekeeping
- Comply with all company policies, procedures and current legislation (COSHH) etc.
- Committed to safeguarding and promoting the welfare of our guests and young people on site
- To promote the company values at all times.

Key role responsibilities and accountabilities

- Maintain a high quality of standards and service.
- Maintain a safe, hygienic and secure working environment.
- Take due care and attention to cleaning equipment and storage areas and report any shortages to the Housekeeping Supervisor.
- Work in the laundry as per centre specific requirements.

Main duties:

Cleaning areas within Housekeeping:

- Accommodation
- Public amenities
- Offices
- Kitchens/lounges
- Classrooms/IT Labs
- Laundry/Linen stores
- Other associated areas (stairs, hallways)

Cleaning tasks

- Sweeping, mopping, vacuuming, spot cleaning of floors using appropriate equipment
- To dust, damp wipe, wash or polish furniture, waste bins, mirrors, tea trays, ledges, pipes, windowsills, internal/external surfaces of cupboards, desks, tables, chairs, radiators, shelves, doorframes and fittings.
- Clean and disinfect toilets, urinals, hand basins, sinks, baths, showers, toilet brush/holders and consumable dispensers.
- Cleaning of walls, tiles, doors and internal/external glass.
- Empty waste bins or other similar receptacles and transport to designated areas for recycling.
- Replenish consumable items. (toilet rolls, paper towels, soap, tea, coffee, sugar, milk)
- Other duties-deep cleaning of carpets, rugs and upholstered furniture. Maintaining hard floors re. Scrubbing waxing and polishing.
- Making and stripping of beds.
- The full, deep cleaning of areas when required.

Laundry tasks

- Laundering of bed linen, towel, duvets, pillows and curtains.
- Guest and staff personal laundry to include activity clothing
- Transport laundry to and from areas as required
- Keep area clean, safe and in good working order

General

- Report defects in buildings, fittings, furniture and equipment.
- Such other duties as may be deemed reasonable by the housekeeper or housekeeping supervisor.

Typical knowledge, skills and experience

- Familiar with Health and safety regulations, COSHH, and cleaning in line with the British Institute of cleaning standards

Behavioural competencies

- Excellent people skills
- Passionate about hygiene and Customer service
- Ability to work within a team and as an individual
- A 'Can do' attitude
- Willingness to learn and develop.

This job description is not to be regarded as exclusive or exhaustive and does not form part of the roles contract terms. It is a summary of the Recruitment Coordinator function and responsibilities and, like all such documents, will be amended from time to time, in the light of the changing need of the Peoples Team. Prepared by The People Team December 2020.